



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation is open to: Afghan Nationals Only

Position Title: Travel Assistant

Type of vacancy: Multiple

Opening date: April 08, 2015

Closing date: April 21, 2015

Vacancy announcement #: USAID/306/15/26/OM

Work hours: 40 hours (Full time)

Position Grade: FSN-07

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Travel Assistant in the Office of Management (OM).

BASIC FUNCTION OF THE POSITION:

Travel Assistant for USAID Afghanistan serves as the focal point for all travel related work and is responsible for providing the full range of travel and visitor services to U.S. Direct Hire (USDH), U.S. Personal Services Contractor (USPSC), Foreign Service National (FSN) and Third Country National (TCN) employees of USAID and support services to official visitors. The preferred mode of travel in Afghanistan is by air, via commercial airlines, Embassy Air or military flights. The Travel Assistant is responsible for preparing official travel documents for all employees and their authorized dependents, ensuring that all Mission travel adheres to Agency and U.S. Government (USG) travel policies and regulations. The incumbent advises staff on the travel regulations, recommends innovative solutions to streamline travel procedures and automate processes to provide high level of customer service. The incumbent liaises with the Embassy General Services Office (GSO) Travel Section on all related travel matters.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Prepares electronic and paper travel authorizations (TAs) for all official and entitlement travel for all types of employees. Serves as the subject matter expert on travel and the automated travel system, E2. The incumbent arranges all types of travels and advises employees on their entitlements and authorized allowable expenses. Incumbent, also advises staff on authorized routing, modes of transportation and shipping allowances when required. The incumbent is fully conversant with and knowledgeable in all types of authorized travel such as temporary duty (TDY), permanent change of station (PCS), home leave/return to post, Rest and Recuperation (R&R)/Regional Rest Break (RRB), emergency visitation travel, education travel, children of separated families travel, and medical evacuation travel.
- B. Serves as official trainer for new staff on the E2 travel system. Schedules trainings as needed. Serves as the primary point of contact on all official travel related questions. Researches applicable travel regulations covered by the Foreign Affair Manual (FAM), Foreign Affairs Handbook (FAH), Automated Directive System (ADS), Department of State Standardized Regulations (DSSR), other Federal travel regulations, and Mission/Agency policies to answer travel related questions from Mission staff. Interprets complex regulations and policies. Solves

the majority of travel problems independently. The incumbent provides creative solutions to travel concerns while enforcing travel regulations and policies.

- C. Maintains an electronic and paper filing system for all travel authorizations and ensures proper maintenance, filing and storage of travel documents in accordance with the Automated Directive System, ensuring all necessary documents are maintained in the vital records system of the Mission. The incumbent prepares and maintains current evacuation travel authorizations for USDH/USPSCs and prepares evacuation packets.
- D. Regularly coordinates with Embassy GSO/Travel in order to issue travel tickets. Also coordinates with GSO/Travel for visa issuance. The incumbent ensures all supporting documentation is sufficient to pass an audit, including authorizations for business class travel. As one of the final reviewers in the E2 system the incumbent ensures accuracy, appropriate supporting documentation and adherence to regulations.

Arranges Declining Balance Cards (DBC) for FSN staff traveling on Temporary Duty (TDY). Liaises with the Office of Financial Management (OFM) on issues related to the funding of TAs and the DBCs. Also coordinates with OFM's voucher examiners to ensure reimbursements are made in a timely manner.

- E. Maintains accurate records of staff travel dates, ensuring a reliable report on any given day as to who is in and out of the country. Also updates and maintains various lists, such as individual staff out-of-country days, TCN and long-term TDYer visa status, and TDY staff in country.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of secondary school is required. Some additional technical or collegiate education is desired.

Prior Work Experience: A minimum of two years of experience providing administrative or customer services in a customer service providing industry, or government/non-governmental institution, or a private sector is required.

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Job Knowledge: Ability to understand regulations and policies and ability to interpret those policies and regulations is needed. Flexibility to maintain professional relationship with all categories of customers in time-sensitive environment is required. Must remain current with Agency and Embassy management policies.

Skills and Abilities: Excellent interpersonal skills and genuine interest in assisting the Mission staff with travel issues are necessary. A high degree of professionalism and discretion in resolving travel issues are essential requirements for this position. Must have the ability to exercise sound judgment; originate ideas and creative solutions to a variety of travel issues; and handle requests and complaints with patience, diplomacy and tact. Must be detail-oriented and have the ability to multi-task to manage varied requests with each having its own timeline. Must be able to demonstrate computer skills.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Travel Assistant (OM1526)**

ANY/ALL application submissions after the closing date of April 21, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) http://kabul.usembassy.gov/job_opportunities2.html <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**

EXO Clearance:

Nikhil Divecha: _____ **Date:** _____